

横須賀基地空席広報

VACANCY ANNOUNCEMENT

広報番号 :
Announcement
No.

SRFJRM-080-16L

募集締切日:
Closing Date

18 Aug 16
1st Cut-off: 7 Jul 16
2nd Cut-off: 28 Jul 16

発行日:
Date of Issue

17 Jun 16

1.職名, 職番, 給与表 Job title, Job No., & Basic Wage Table (BWT):

Engineering Technician (Gas Free), #544 [エンジニアリング専門職 (ガスフリー)]

目標等級/語学能力級 Target Grade & Language Proficiency Level (LPL):
等級 Grade-7, 語学能力級 LPL-2

採用可能見習い等級/語学能力級 Acceptable Trainee level:

等級 Grade-6, 語学能力級 LPL-2

等級 Grade-5, 語学能力級 LPL-1

☒ 事務系(BWT-1) ☐ 技能系(BWT-2) ☐ 保安系(BWT-3) ☐ 医療系(BWT-5,6)
Administrative Blue Collar Trade Security Medical

募集人数
No. of
Recruitment

1 名

4.募集範囲 Area of Consideration

- I. ☒ 現 MLC/IHA 従業員(部隊内)
Current MLC/IHA Employee within Activity
II. ☒ 現 MLC/IHA 従業員(通勤圏内)
Current MLC/IHA Employee in commuting distance
III. ☒ 現 MLC/IHA 従業員(全在日米軍)
Current MLC/IHA Employee Japan Wide
IV. ☒ 外部 Off Base Applicant

2.部隊 Activity

U. S. Naval Ship Repair Facility & Japan Regional Maintenance Center,
Yokosuka (SRF-JRMC), Environmental, Safety and Health (ESH) Department
(C106), Gas Free Engineering and Industrial Hygiene Monitoring Division
(C106.2), Gas Free Engineering Branch (C106.22)

勤務場所 Working Place: 横須賀市 泊町 Tomari-cho, Yokosuka

3.勤務時間 Work Schedule (週 40 時間制 hrww)

勤務日 Work Days: Monday thru Friday 月曜日 - 金曜日

勤務時間・休憩 Work Hours/Recess Period: 07:30-16:15/12:00-12:45

☐ 夜勤 Night Shift ☒ 残業 Overtime ☒ 出張 Business Travel

5.雇用の種類 Type of Employment

- ☒ MLC ☐ IHA ☐ HPT
☒ 常用 Permanent
☐ 限定 Limited Term (___ヵ月 Months)

6.職務内容 Duties

See attached sheet.

特別な職務状況 Outstanding Working Condition, if any.

7. 資格要件／身体条件 Qualification/Physical Requirements

* Must possess English language ability meeting the Language Proficiency Level (LPL) indicated in column #1.

#1 項に示された語学能力級レベルに相当する英語の語学能力が必要となります。

- a. One year of specialized technical or administrative work experience equivalent at 1-6 level in the related work, **OR** possession of doctorate degree in accredited graduate school in a related field may qualify him/her at 1-7 level.
- b. Must have a college or university graduate with specialized education in science or engineering field; **OR** possess related official engineering license, e.g., Eisei Kougaku Eisei Kanrisha (Health Officer's license on Industrial Hygiene), Roudou Anzen Konsarutanto (Industrial Safety Consultant), Roudou Eisei Konsarutanto (Industrial Health Consultant), etc.; **OR** work experience related to the duties of this position along with college-level education in general inorganic, organic, qualitative, and quantitative chemistry with labs.
- c. Must possess and be able to maintain certification of Maritime Gas Free Engineer per Navy Safety and Occupational Health requirements.
- d. Knowledge of safety and occupational health principles, practices, techniques, and standards to evaluate, analyze and make decisions for ensuring that risk of fire, explosion, toxic gas exposure, suffocation and asphyxiation.
- e. Knowledge of Maritime Gas Free Program and Gas Free Engineering Manual, such as NAVSEA S6470-AA-SAF-010 REV.03 and SRF-JRMC NAVSHIPREPFACINST 5103.1.
- f. Skill in operating personal computer such as Word, Excel, Access, PowerPoint, etc. to prepare documents.
- g. Skill in initiating, preparing, and/or revising process instruction or other implementing documents for Gas Free Engineering Program.
- h. Ability to provide recommendations for special work not covered by existing Navy directions, SRFJPMC instructions and other directives to meet mission requirements.
- i. Ability to conduct Navy Safety and Occupational Health training and inspection.

*An applicant who does not fully meet the qualification requirements stated above may be considered at a lower grade level as below.

Note: Qualification requirement stated in b. above is also required at 1-6 level and 1-5 level.

Certification requirement stated in c. above is not required at 1-6 level and 1-5 level.

1-6: a. One year of specialized technical or administrative work experience equivalent at 1-5 level in the related work, **OR** possession of master's degree in a related field may qualify him/her at 1-6 level.

1-5: a. One year of clerical, technical, or administrative work experience equivalent at 1-4 level in the related work, **OR** completion of 4-year college/university in a related field may qualify him/her at 1-5 level.

* Handicapped applicants may be accepted, depending on the degree and kind of disability.

8. 提出するもの Application and Associated Documents

- *☒ **空席応募用紙** Application for Vacancy Announcement
- *☒ **専門職務経歴書** Resume of Specialized Work Experience
- *の記入は Complete * in ☐ 日本語で Japanese ☒ 英語で English ☐ どちらでも Either
- ☒ 家族/親族が在日米海軍で勤務している方は、『親族に関する質問表』
If you have any family/relatives who work at U.S. Navy base/facility in Japan, "Questionnaire on Relatives"
上記書式は以下の URL よりダウンロードできます。 The above forms can be downloaded from:
http://www.cnmc.navy.mil/regions/cnrj/om/human_resources/MLC_IHA_HPT_Jobs/JN_Forms.html
- ☐ 運転免許証の写し Copy of Driver's License
- ☒ **大学の卒業証明書か卒業証書の写し（科学或いは工学関連の学科）、又は関連分野における公的な免許状の写し（衛生工学衛生管理者、労働安全コンサルタント、労働衛生コンサルタントなど）、又は大学レベルのコース修了証明書の写し（無機・有機化学、定性定量分析化学の分野）**
Copy of certificate of educational background in the field of science or engineering, **OR** possess related official engineering license, e.g., Eisei Kougaku Eisei Kanrisha (Helth Officer's license on Industrial Hygiene), Roudou Anzen Konsarutanto (Industrial Safety Consultant), Roudou Eisei Konsarutanto (Industrial Health Consultant) etc., **OR** copy of a certificate of college-level course completion in general inorganic, organic, qualitative and quantitative chemistry.
- ☒ **Maritime Gas Free Engineer の証明書の写し（この証明書は 1-6 等級、及び 1-5 等級では要求されません。）**
Copy of certificate of Maritime Gas Free Engineer (This certificate is not required at 1-6 level and 1-5 level.)
- ☒ **英語の能力を証明するものの写し。TOEIC, TOEFL, CASEC, 英検のみを有効な証明書として受け付けます。**
(現/前基地従業員は ALCPT も可) その他の証明書、及び英語能力に関する自己申告は不可となります。英語を日常言語とする方も上記証明書の提出が必要です。
Certificate of English Proficiency. Only TOEIC, TOEFL, CASEC, and EIKEN certificates are accepted as English Proficiency Test (EPT) certificate. (ALCPT certificate is acceptable for current/former USFJ employees.) Other EPT certificates or self-statement on English proficiency will not be accepted. The same applies to those whose native language is English.
- ☒ **82 円切手を貼付し、応募者の郵便番号・住所・氏名を書いた返信用封筒 (12cm x 23.5cm)**
12cm x 23.5cm Envelope with Applicant's Zip Code, Address, Name and a 82 yen stamp (MPS is unacceptable.)
- ☒ **日本国籍以外の方は、在留カード（両面）及びパスポートのコピー** For non-Japanese citizen applicant, copy of Residence Card (front & back) and Passport
- ☒ **DD-214 Copy (Member-4 copy) only for former U.S. military personnel.**

9. 応募書類提出先 Office to Submit

内部応募者（現 MLC/IHA 従業員）と外部応募者（非従業員）では、応募書類提出先が違います。上記必要提出物をお間違えの無い様、郵送/提出して下さい。募集締切日必着。 Office to submit job application documents is different for Current MLC/IHA Employees versus Off Base Applicants. Please ensure to submit required application documents to the right office. Applications must be received by the closing date of the Vacancy Announcement.

（注意）上記項目 4 番の“募集範囲”が現 MLC/IHA 従業員の場合、外部応募者（非従業員）からの応募書類は無効となりますのでご注意ください。 When item #4, "Area of Consideration" above shows "Current MLC/IHA employees" only, Off Base Applicants will be rated ineligible.

1. 内部応募者（現 MLC/IHA 従業員）提出先（米海軍横須賀基地日本人雇用課 (HRO)) :

Current MLC/IHA Employees must submit to (Human Resources Office (HRO), Yokosuka Navy Base):

〒238-0001

〒238-0001

神奈川県横須賀市泊町 1 番地

1 Banchi Tomari-cho, Yokosuka

PSC 473 BOX 22 CNRJ HRO N132

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内線/Extension 243-8152

米海軍横須賀基地正門左手前事務所 1 階、日本人空席広報掲示板の下に壁に内部応募者用の「空席応募提出箱」が設置してあります。毎日午前 0600 時より、午後 0600 時までこの箱への応募書類の提出が可能です。

Job Application Drop Box is available for submission of job application documents from 0600 to 1800 daily, which is installed to the wall immediately below the JN Vacancy Announcement Bulletin Board (1st fl.) in the office located on the left side of the main gate to the Yokosuka Navy Base.

2. 外部応募者（非従業員）提出先 :

〒238-0011

Off Base Applicants must submit to:

〒238-0011

神奈川県横須賀市米が浜通 1-6 村瀬ビル 4 階

Murase-Bldg. 4F, 1-6 Yonegahama-dori, Yokosuka

(独)駐留軍等労働者労務管理機構横須賀支部 (LMO/IAA)

Yokosuka Branch of LMO/IAA

管理第一係

Management #1 Section

電話番号 Phone 046-828-6959

受付時間 : 月曜—金曜、0830-1730 時 (日本の祭日を除く)。雇用条件等のご質問はこちらにお問い合わせ下さい。 Operating Hours: Mon-Fri, 0830-1730 (Closed on Japanese Holidays). Please contact LMO/IAA for questions on conditions of employment.

10. 事務処理欄 For Official Use

募集部隊担当 Activity POC: SRF-JRMC MLC Manpower Division (C1160) 軍電 (DSN) 243-4552

PD No.: SRFJRMC-106.22-001

PD is accurate and current. Certified by Activity: **sg**

HRO: (rcvd: 6/14)ms
6/14j

応募要項を満たしていない場合、選考の対象になりません。 Incomplete applications will not be considered.
提出された応募書類はお返ししません。 Submitted applications will not be returned.

職務で必要とされる語学能力級（LPL）レベルは下記をご覧ください。

Please see the below for the English Language Proficiency Level (LPL) required of the position:

| LPL 語学能力級 | <u>TOEIC</u> | <u>ALCPT</u> | <u>TOEFL (PBT)</u> Paper Based Test | <u>TOEFL (CBT)</u> Computer Based Test | <u>TOEFL (iBT)</u> Internet Based Test | <u>CASEC</u> | <u>EIKEN</u> 英検 |
|--|--------------|--------------|---|--|--|--------------|--------------------|
| 4 – Exceptional Proficiency 特段の能力を要する | 860 ~ 990 | NA | 600 ~ | 250 ~ | 100 ~ | NA | 1st |
| 3 – Fluent proficiency 流ちょうな能力を要する | 730 ~ 859 | 90 ~100 | 550 ~ 599 | 210 ~ 249 | 80 ~ 99 | 870 ~ | Pre-1st |
| 2 – Average proficiency 平均的能力を要する | 550 ~ 729 | 75 ~ 89 | 460 ~ 549 | 140 ~ 209 | 50 ~ 79 | 560 ~ 869 | 2nd |
| 1 – Elementary proficiency 初歩的な能力を要する | 400 ~ 549 | 65 ~ 74 | 430 ~ 459 | 120 ~ 139 | 40 ~ 49 | 475 ~ 559 | Pre-2nd |
| Pre-1 – Minimal proficiency (準1級) 最小限の能力を要する | 350 ~ 399 | 40 ~ 64 | NA | NA | NA | NA | 3rd |
| 0 – No language proficiency 語学能力を要さない | | | | | | | |

PRIVACY ACT STATEMENT 個人情報保護について

AUTHORITY: Executive Order 10450, 9397; and Japan Law Concerning Protection of Personal Information (Law No. 57 of 2003).

法令: 米国行政命令 10450, 9397 ; 及び 日本法・個人情報の保護に関する法律（平成15年法律第五十七号）

PRINCIPAL PURPOSES: To record Personal Information for the purposes of executing the business operations of the U.S. Forces, Japan and protection of human life, safety and property, NOTE: Records will be securely maintained in either an electronic or paper form.

主目的: 人間の生命、安全、財産の保護と在日米軍の業務の遂行を目的として、個人情報を記録する為。

注記: 記録は電子書式、もしくは書面にて厳重に保管されます。

ROUTINE USES: To maintain Personal Data accurately with the most up-to-date content to the extent necessary to achieve the stated Principal Purposes.

利用目的: 主目的の達成に必要な、最新で正確な個人情報を維持する為。

DISCLOSURE: Disclosure of this information is voluntary; however, failure to provide the requested information may impede, delay or prevent further processing of administrative actions.

情報開示: 個人情報の開示は任意ですが、要求された情報を提供しなかった場合、その後の手続きの妨げ、遅れ、あるいは中断となる事があります。

Task List for Engineering Technician (Gas Free), #544 MLC 1-7

The incumbent, as a Maritime Gas Free Engineering Technician per Navy Safety and Occupational Health requirements, is responsible to Gas Free Engineering Division Head for implementation of Programs of Gas Free Engineering, Ventilation Installation, and Confined Space Entry and Hot Work Safety in SRFJPMC Yokosuka. The general duties are as follows but not limited to:

1. Serves as a Maritime Gas Free Engineering Technician, is responsible to division head for:
 - (a) Ensuring the Maritime Gas Free Program requirement of NAVSEA S6470-AA-SAF-010 REV.03 (Navy Confined Space Program) and SRF-JPMC NAVSHIPPREPFACINST 5103.1 (Gas Free Engineering Manual) are met when providing gas free engineering services on board ship.
 - (b) By evaluation, testing and analysis, makes decisions as to whether all necessary and effective precautionary measures have been taken to ensure that risk of fire, explosion, toxic gas exposure, suffocation and asphyxiation have been eliminated prior to the entry of personnel in closed or poorly ventilated locations and prior to the start of hot work in the way of flammable and explosive material.
 - (c) Initiating, preparing, and/or revising process instruction or other implementing documents for Gas Free Engineering Program, that consistent with provisions set forth in the latest NAVSEA Technical, knowledge of engineering and occupational health, and work practices determined by prior experience and knowledge.
 - (d) Providing recommendations for special work not covered by existing Navy directions, which includes deviations from existing SRFJPMC instructions and other directives to meet mission requirements.
 - (e) Approving instrumentation used on inspection and test. Ensure proper selection, use, and calibration of required instrumentation. Recommends and review all requests for ventilation systems to be used to control and eliminate explosive atmosphere, oxygen deficient atmosphere and toxic exposures.
 - (f) Providing guidance and training (including lecture and on-the-job training) to Military, USCS, and MLC supervisors and other appropriate personnel including contractors and ship's force, concerning work in enclosed or confined spaces and any other spaces that require gas free certifications.
 - (g) Ensuring all personnel engaged in confined space entry, including supervisory personnel, are trained to the hazards of confined spaces.
2. Conduct Navy Safety and Occupational Health required training and inspection.